



Checklist for Engineer's Final Payment Estimate

County

Section

Route

District
Contract No.
Job No.

Project

Prior to submitting the final payment to the Bureau of Construction, the District should review the following checklist questions and, as appropriate process the required report, form or documentation. Include a copy of this form with the final papers.

Please Answer All Questions

YES

N.A.

- | | | |
|--|--------------------------|--------------------------|
| 1. If this contract includes any CRC Pavement, PCC Pavement, PCC Base Course, PCC Base Course Widening, Full-Depth Bituminous Pavement, Bituminous Base Course, Bituminous Base Course Widening or Bituminous Shoulders, have they been cored for thickness determination or has a waiver been issued by the Central Bureau of Construction? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has proper action been taken for any deficient thickness? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If this contract includes CRC Pavement, PCC Pavement, PCC Base Course or Full-Depth Bituminous Pavement, have all necessary surface variation tests been made and all variations corrected? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If this contract includes Bituminous Concrete Surfacing, have all necessary surface variation tests been made and all variations been deducted or corrected? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. If this contract includes Special Waste Plans and Reports, have 3 copies of the final reports been distributed to the Engineer, one additional copy to the District Environmental Studies Unit and another additional copy to the Bureau of Design and Environment? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have Form BC-2184, Piling Diagram Report and Form BC-757, Test Pile Driving Record, been prepared and cross-checked to the field measurements and sent to the Bureau of Bridges and Structures? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. If State-owned Concrete Barrier Walls, Traffic Signal Equipment or Signs were issued, have they been returned? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. If the correspondence of this contract makes any reference to inferior materials or substandard construction which was to be corrected, replaced, or for which a credit was offered, has the matter been resolved? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Has a Material Certification memorandum been received from the District Project Implementation Contract Support Section? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. If the contract includes a railroad grade separation structure and the railroad is participating in the cost, have required assessments been made? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. If the contract involves a structure to which the facilities of a utility company have been attached, have required assessments been made? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. If the contract is financed in part by another agency (municipality, county, Corps of Engineers, shopping center, sanitary district, etc.), has a detailed statement showing the other agency's share of the cost been prepared? * | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. If the time limit was exceeded, is the overrun covered by an extension of time or by liquidated damages? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. If the contact is a Federal-aid project, on the National Highway System with a final cost greater than \$1,000,000.00 has Form FHWA-47, Statement of Materials and Labor Used by Contractors on Highway Construction Involving Federal Funds, been received from the Contractor? * | <input type="checkbox"/> | <input type="checkbox"/> |

Please Answer All Questions

	YES	N.A.
14. Has Form BC-71, Final Inspection Report of State Road Work, been prepared?*	<input type="checkbox"/>	<input type="checkbox"/>
Is any change in stationing or net length covered by Form BC-22, Authorization of Contract Changes?		
15. Has final inspection of the project been made and the Bureau of Accounting & Auditing and the Central Bureau of Construction been notified?	<input type="checkbox"/>	<input type="checkbox"/>
16. On full oversight projects only, has the Federal Highway Administration been notified?	<input type="checkbox"/>	<input type="checkbox"/>
17. If the contract was supervised by Local Agency forces, has the Form BC-608, Local Agency Certification to Accompany Engineer's Final Payment Estimate, been received?	<input type="checkbox"/>	<input type="checkbox"/>
18. Are there any unsettled claims on the Contract?*	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the District sent all BC-2246's, submitted by suppliers or subcontractors, to them as required two weeks before sending the final to Springfield?	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the Contractor, and all subcontractors, submitted all the required reports on Form SBE-956, Equal Employment Opportunity Workforce Analysis?	<input type="checkbox"/>	<input type="checkbox"/>
21. Has the Contractor submitted a Form SBE-2115, Final Payment Agreement, from each DBE/WBE firm utilized on this project which verifies the amount paid to each (including retainage balance due, if any)?	<input type="checkbox"/>	<input type="checkbox"/>
22. Has Form SBE-2028, DBE/WBE Final Documentation, been prepared?*	<input type="checkbox"/>	<input type="checkbox"/>
23. Contracts which have pay items for Thermoplastic, Preformed Plastic or Epoxy Pavement Markings, or Raised Pavement Markers or Plant Material permit contract final payment to be made prior to final inspection of these items, if the Contractor provides a surety bond in the full amount of the items listed in the contract. If the Contractor chooses to take advantage of this option, has the separate bond been received?	<input type="checkbox"/>	<input type="checkbox"/>
24. If the contract includes any Section 701 Work Zone Traffic Control pay items which are subject to bid price adjustment, have the applicable pay items been analyzed and appropriate bid price adjustments been processed?*	<input type="checkbox"/>	<input type="checkbox"/>
25. Has Form M-411, Report of Net Cost of Section, been prepared?*	<input type="checkbox"/>	<input type="checkbox"/>
26. Has Form BC2544, Report of Bridge Deck Patching Quantities, been prepared and sent to the Bureau of Bridges and Structures and the District Bridge Maintenance Engineer?	<input type="checkbox"/>	<input type="checkbox"/>

Documentation Review (As per Construction Memorandum No. 33)

27. Have the project records been examined to determine that all previous documentation citations have been resolved?	<input type="checkbox"/>	<input type="checkbox"/>
28. Has a review been made of randomly selected source documentation? If so, list pay item code number or items examined. (Retain work sheets.)	<input type="checkbox"/>	<input type="checkbox"/>

Items 27 and 28 reviewed by _____ Date _____
 (Type this name and date at bottom of the Final Payment Estimate)